

ADJUNCT INSTRUCTOR INFORMATION SHEET

(Applicant, please fill out this section and forward to Department Chair. All paperwork is due before teaching begins.)

Date: _____ For Semester: _____ Year: _____
School: _____
Instructional Department/Division: _____ (Ex: Arts & Sciences or Professional Studies)
Title: _____ Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Home Phone: _____ Cell Phone: _____
Email Address: _____
Emergency Contact Person/Number: _____

CHECK SHEET

(to be completed by appropriate Department/Division Chair)

- Approval by department or division chair
- Approval by Dean of Faculty

Human Resources

- Chair should:
 1. Send an email to vdescoggins@nwsu.edu and cc: clellis@nwsu.edu with the applicant's name and email address
 2. let the applicant know that they will be receiving an email from customerservice@choicescreening.com with subject line as NWOSU Background Screening Invite - Action Required. The email will inform them what they will need to do.
- Applicant should:

Submit payroll paperwork to Human Resources (Herod Hall, Room 102).

Dean's Office

Submit the following items to Angelia Case in RH 211:

- Resume
- Faculty Qualifications Policy Checklist with official transcript
(Request NWOSU transcript here: www.nwsu.edu/transcript-request)
- Professional Staff Information Sheet – *new adjunct should email this directly to Diane Penner at kdpenner@nwsu.edu*

Please email or send completed form to: Dean of Faculty and Angelia Case, RH 211, arcase@nwsu.edu

**** Please note **** A Professional Service Contract will be created and sent to adjunct instructors for signatures at a later date.